CITY OF MEMPHIS

ORACLE MANAGER

SELF-SERVICE

TRAINING

Sept 24 – Oct 12, 2012

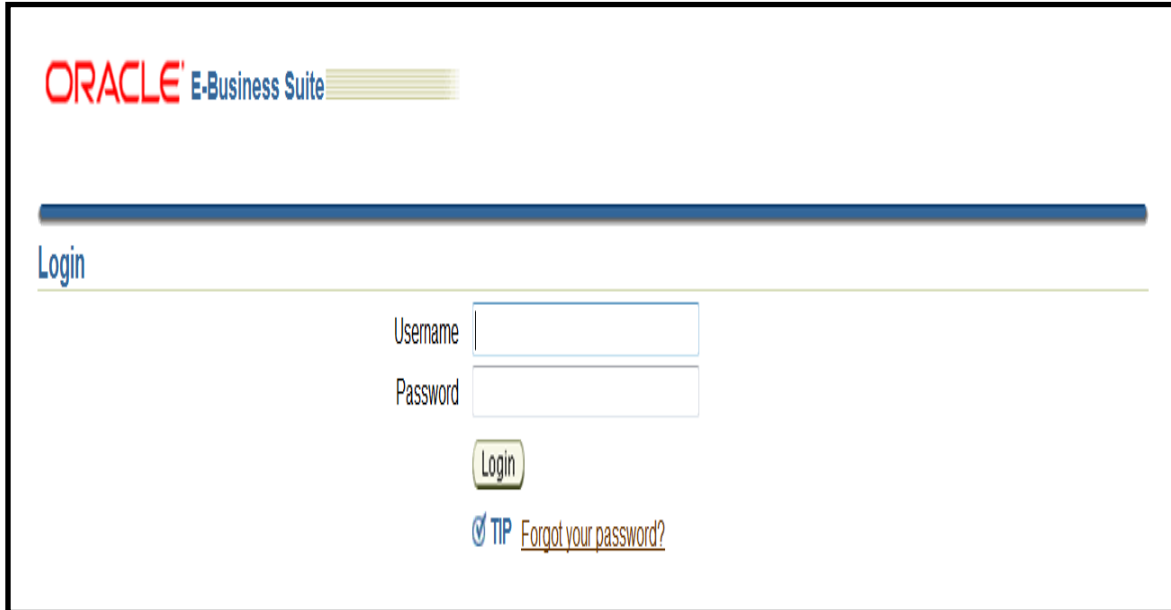|	
1	Training Objectives The Three Laws of the System Intro to CMEM E-Business Suite
2	CMEM Employee Self-Service
3	CMEM Manager Self-Service
4	Self-Service Manager Approval
5	HRSS Training Exercise

City Of Memphis

Oracle Self-Service Training

CMEM Employee Self-Service

Presented by CMEM Human Resources Division

Contents

Training Objectives

After completing this training, you should be able to do the following:
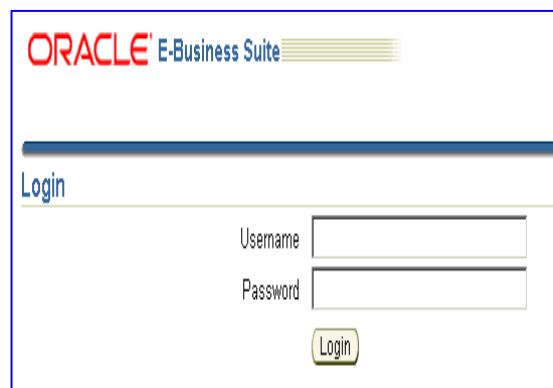
- **Understand how the Human Resources system works**

- **Learn the "Three Laws" for the new system**

- **Recognize what information can be viewed and updated**

- **Perform hands-on activities on the computer**

Benefits of the Human Resources Oracle System:

The new system will allow employees to review and update personal information.

Employees will be able to access **the new system** from any computer in the office.

Managerial employees can approve paperwork online using **the new system**

ORACLE E-Business Suite

Login

Username

Password

Login

The Three Laws of Oracle Self-Service

1. Do not use the "Internet Browser Back Button"

2. Do not enter "Post Office Box Addresses"

3. Managers – If an action is rejected "Enter the Reason"

Introduction to the CMEM E-Business Suite

Alternative # 1: Using any CMEM computer connected to the Internet

- Go to **www.memphistn.gov** if applicable

- Click on the **Employee Self-Service** link
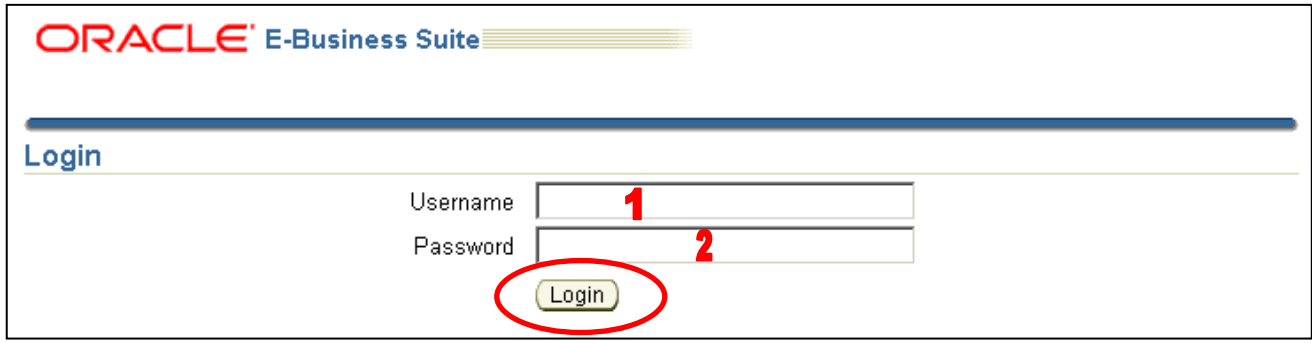
Alternative # 2: Using the Kiosks located throughout the Division.

- You are already in the Oracle Human Resources Self-Service home page.

How to Login in the System

- From the Login page, enter:

    1. Username
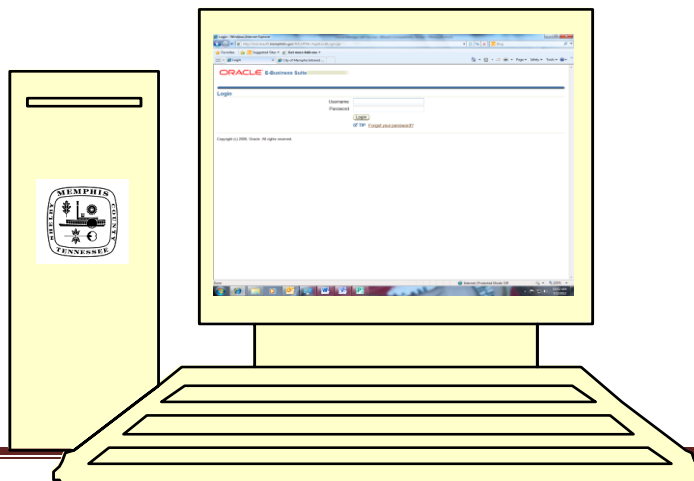
    2. Password

- Click on the Login button.

TRAINING PLAYGROUND

Username: Employee System Username (Jimmy.Brown)

Password: Your Oracle system login

If this is your first time or you forgot your current password, you will need to call the CMEM Service Desk 636-6100 to reset the password. Then you will need to create a new password.

Tips for creating good passwords:

- **It needs to contain special characters such as @#$%^&**

- **It must be at least 8 characters long.**

- **It must not have any common words such as 123, password, your birth date, your login name and any words that can be found in the dictionary.**

- **a variation of capitalization and small letters**

How to Change a Password

1. Enter current Password

2. Enter New Password

3. Re-enter New Password

4. Click on Apply button

If you type the wrong password, you will be prompted to the next screen:

E-Business Suite Home Page
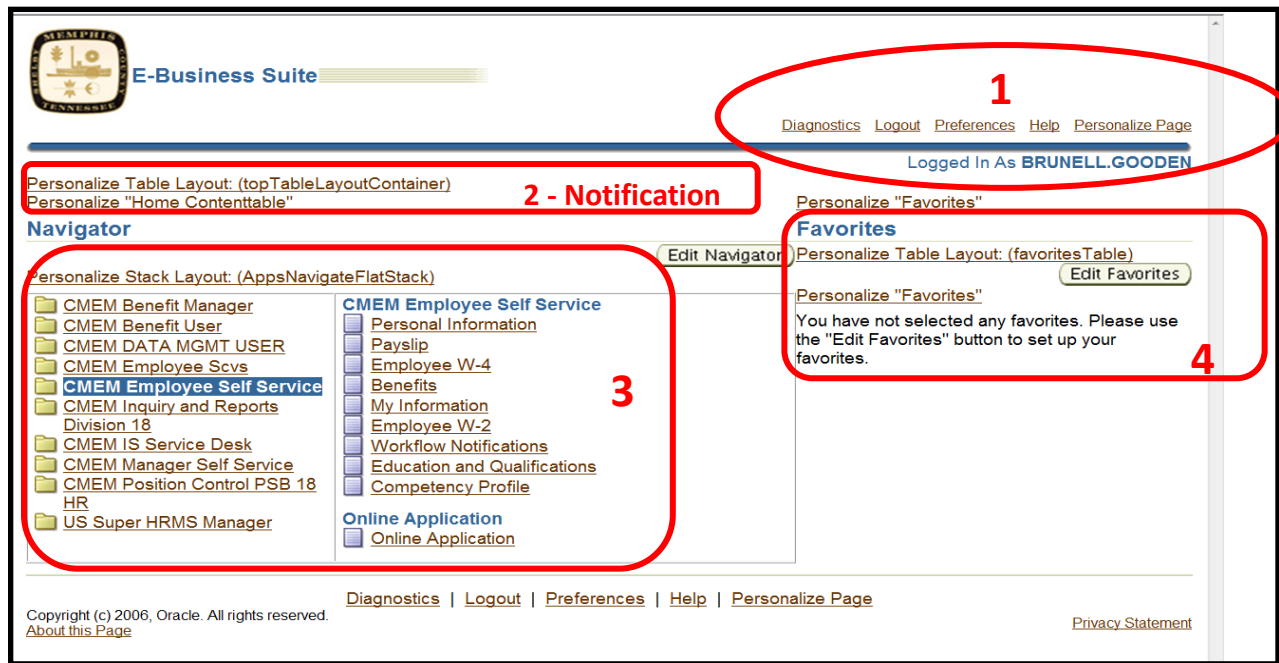
1. **Global Menu Area** – this menu appears on every page.

2. **Notification Area** – Important messages will be displayed here

3. **Navigation Area** – This is where you access the application

4. **Favorites Area** – Here you can create quick links to your favorite web pages and menus.

Law No. 1   Do not use the "internet browser" back button

How to Logout of the System:

1. From any menu, click on <u>Logout</u>
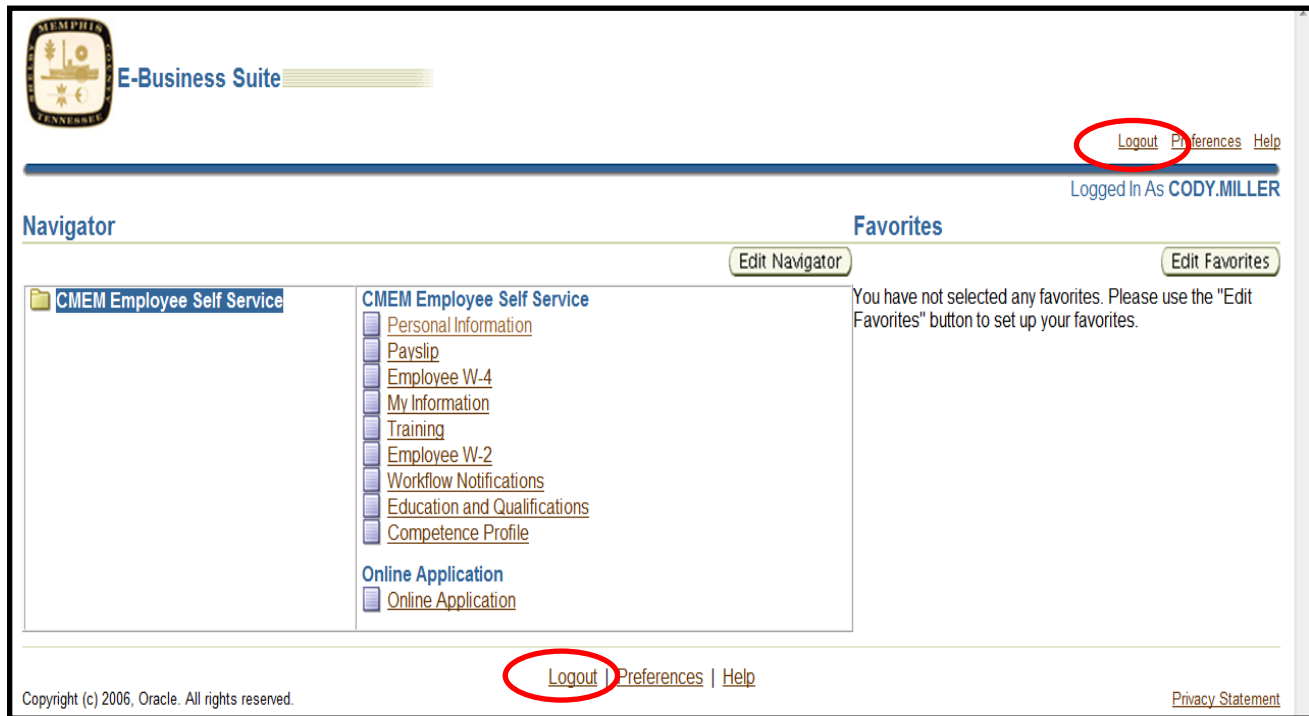
2. You will exit the system and return to the sign on screen.

Introduction to the CMEM E-Business Suite

Summary

1. _____

2. _____

3. _____

4. _____

5. _____

CMEM EMPLOYEE SELF-SERVICE

Home Page

➢ Click on **CMEM Employee Self-Service** to view all functions
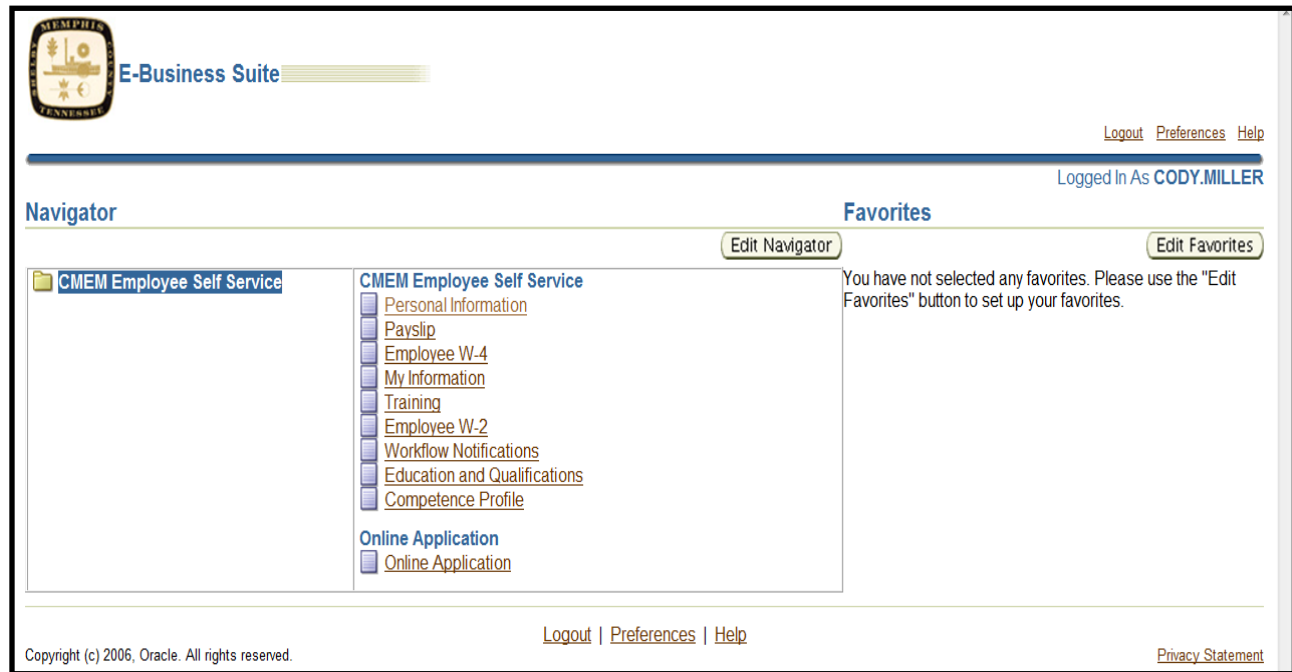
View Only	Ability to Update

➢ Basic Detail (SSN, Date of Birth)
 	
 ➢ My Infoormation
 	
 ➢ Benefits (Except during Open Enrollment)
 	
 ➢ IRS Form W2
 	
 ➢ CMEM Pay Slip
	➢ Personal Information
	   ❖ Basic Detail – Name
	   ❖ Basic Detail – Marital Status
	   ❖ Basic Detail – Main Address
	   ❖ Basic Detail – Emergency Contact
	   ❖ Basic Detail – Additional Contact
	 ➢ IRS Form W4
	 ➢ Competence Profile
	 ➢ Education and Qualifications

Law No. 2   Do not use Post Office Box addresses

1.1 - View Basic Details

CMEM Employee Self Service

Personal Information

Back

Employee Name **Cody Miller**	Employee Number **27479**
Business Group **City of Memphis Tennessee**	

Basic Details

Update

Full Name **Miller, Cody Test Emp #2**
Marital Status
Date of Birth **04-May-1979**
Social Security **645-83-6458**
Employee Number **27479**
Organization Email Address **cody.miller@memphistn.gov**

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Verify if your personal information is correct.

   - Full name
   - Marital status
   - Date of birth
   - Social security
   - Employee number
   - Email address

4. Click on **Back** button

1.2 – Add/Update Phone Numbers

☛ **Note: This data is for testing only, No changes will affect your real data in production**

Phone Numbers

Add

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Under the **Phone Numbers** section click **"Add (for new record) & Update (for existing record)"** button.

CMEM Employee Self Service

Home Logout Preferences Help

Phone Numbers: Enter and Maintain

Cancel Save For Later Next

Employee Name **Cody Miller**   Employee Number **27479**
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	🗑

Add Another Row

☑ **TIP** Please enter phone number in the format: 999-999-9999

Cancel Save For Later Next

Home | Logout | Preferences | Help

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4. Click on **Add Another Row** button

5. Select **Work Cell** type from drop down list of values

6. Enter Number in text box

7. Click on **"Next"** button

Review Page

8. Review your proposed changes

9. Click on **"Submit"** button

Confirmation Page

10. Click on **"Return to Overview"** button to confirm changes.

11. Click on **"Home"** Link to return to Home page.

1.3 – Update Main Address

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Under the **Main Address** section click **"Update"** button.

4. **Note: Correction or Amendment is not permitted**

5. Select the Enter a new address if you have moved Radio Button

6. Click on **"Next"** button

7. Enter new address

8. Click [Tab] on the keyboard or on the flashlight icon ![flashlight icon] in order to search for your city name from list of values

9. Select the proper city and zip code by clicking the radio button. Then click on the **"Select"** button.

10. Click on **"Next"** button

11. You are prompted to a review page.

12. Review your proposed changes

13. Click on **"Submit"** button

14. Click on **"Return to Overview"** button to view your changes

15. Click on **"Home"** link to return to home page

1.4 – Emergency Contact

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Under the **Emergency Contacts** section click on **"Update or Add"** button if no contact is listed

4. Click **"Add"** (**Note:** do not select from the list if entering a new contact)

5. Click **"Continue"**

6. Input required information (indicated by an asterisk **(*)** in the fields

   - First and Last name (middle name optional)
   - Relationship
   - Effective Date

7. Click if this person will be your primary contact

8. Add a phone number

9. Click **"Add Another Row"** if necessary

10. Click **"Next"**

MLGW Employee Self Service

Diagnostics   Home   Logout   Preferences

Emergency Contact: Create

Cancel | Save For Later | Next

Employee Name Cody Miller
Business Group City of Memphis Tennessee

Employee Number 27479

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
* Indicates required field

General Information

Title	Mr.
* First Name	Willie
Middle Name	
* Last Name	Miller
Suffix	
Prefix	
Email Address	willie.miller@yahoo.com
* Relationship	Parent/Father
* Effective Date	23-Aug-2012
	(example: 23-Aug-2012)
	☑ Primary Contact

Main Address

☑ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home Phone	901-987-1234	🗑

Add Another Row

☑ TIP Please enter phone number in the format: 999-999-9999

Cancel | Save For Later | Next

11. Review your changes/updates

Personal Information: Review

Cancel | Printable Page | Save For Later | Back | Submit

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name Cody Miller
Business Group City of Memphis Tennessee

Employee Number 27479

Review your changes and, if needed, attach supporting documents.
○ Indicates Changed Items.

Maintain Contact

Contact

	Proposed
Relationship Type	Parent/Father
Title	Mr.
First Name	Willie
Last Name	Miller
Email Address	willie.miller@yahoo.com
Primary Contact	Yes
Relationship Began On	23-Aug-2012
Emergency Contact	Yes
Resides With Me	Yes

Phone

	Proposed
Home Phone	901-987-1234

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None Add

Comments to Approver

12. Click **"Submit"**

Confirmation

Your changes have been submitted for approval.

[Return to Overview]

13. The updated changes will be placed in a **View Pending for Approval** hold status when you return to the Home Page

14. Updated Emergency Contact will be updated with additional selection options **(Update, Remove & Add)**

Main Address

[View Pending Approval]

Address Line 1	**1393 Third Street**
Address Line 2	
Address Line 3	
City	**Memphis State Univer**
State	**TN**
	Tennessee
Zip Code	**38109**
County	**Shelby**
	Shelby
Type	

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: [Update] [Remove] | [Add]

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
⦿	Miller, Mr. Willie	Parent/Father	Yes	901-987-1234			

[Back]

1.5 – Additional Contacts

1. Click on CMEM Employee Self Service

2. Click on Personal Information

3. Under the Select Emergency Contact click the **"Add"** button, and then **"Continue"**

4. Input the new contact information

5. Enter information in the fields
- First Name
- Middle Initial
- Last Name
- Email Address
- Relationship
- Relationship Start Date

Note: You can enter any number of contacts but only **one (1)** can be your **"Primary Contact"**

6. Uncheck the box "Use my address for this person" if the person has another address

- Enter contact new address information

*** Remember DO NOT TYPE State, Zip Code and County; this data is auto populated ***

7. Click **"Next"** or **"Save for Later"**

Emergency Contact: Create

			(Cancel) (Save For Later) (Next)

Employee Name **Cody Miller** Employee Number **27479**
Business Group **City of Memphis Tennessee**

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.

* Indicates required field

General Information

Title	Miss ▾	
* First Name	Jackie	
Middle Name		
* Last Name	Joyner	
Suffix		ⓘ
Prefix		ⓘ
Email Address	JJ@track&field.com	
* Relationship	Sister ▾	
* Effective Date	23-Aug-2012 📅	
	(example: 23-Aug-2012)	
	☐ Primary Contact ⓘ	

Main Address

☑ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home Phone ▾	901-737-9878	🗑

[Add Another Row]

✓ **TIP** Please enter phone number in the format: 999-999-9999

	(Cancel) (Save For Later) (Next)

---

8. Review your changes/updates on the review page

9. Click **"Submit"**

📖 **Confirmation**

Your changes have been submitted for approval.

[Return to Overview]

Home | Logout | Preferences | Help

Privacy Statement

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10. Click **"Return to Overview"** to return to Home Page

ESS2 – *My Information*

2.1 – View My Information

1. Click on **CMEM Employee Self Service**

2. Click on **My Information**

3. Click on **"Salary Tab"**

4. Click **"Home"** to return to home page

ESS3 – Benefits

3.1 – View Benefits Enrollment

1. Click on **CMEM Employee Self Service**

2. Click on **Benefits Enrollment**

   <mark>Note: CMEM Benefits update features are not permitted outside of the Open Enrollment period</mark>

3.2 – View Current Benefits

1. Click on View Current Benefits tab or button

   Verify your **Current Benefits** - **Covered Dependents** - **Beneficiaries**

View Covered Dependents

Covered Dependents					
Plan	Option	Coverage Start Date	Dependent	Relationship	Social Security Number
Medical - City of Memphis Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Dental - Dental Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Vision - Vision Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009

View Beneficiaries

Beneficiaries						
Plan	Option	Beneficiary	Relationship	Social Security Number	Primary %	Contingent %
Life Insurance (For You) - Life Employee Contr Pre-Tax		Walk Miller	Legal Custody Child	901-10-1009	100	0
Life Insurance (For Your Spouse and Dependents) - Life Dep		Cody Miller	Self	645-83-6458	100	0
Death Benefits Free (For You) - Death Benefit		Jack Miller	Foster Child	234-45-6789	100	0
Beneficiary Only - Final Pay Beneficiary		Employee's Own Trust	Third Party		100	0

Benefits Enrollment | Current Benefits | Home | Logout | Preferences | Help

Privacy Statement

2. Click on the **"Home"** button when completed viewing

ESS4 – Employee Tax Form W2

CMEM Employee Self Service

Home   Logout   Preferences   Help

Form W-2 Wage and Tax Statement: 2007 W2 Wage & Tax Statements will be dispatched via U.S. Postal Service.

Employee Name	**Cody Miller**	Employee Number	**27479**
Organization Email Address	cody.miller@memphistn.gov	Business Group	**City of Memphis Tennessee**

Home | Logout | Preferences | Help

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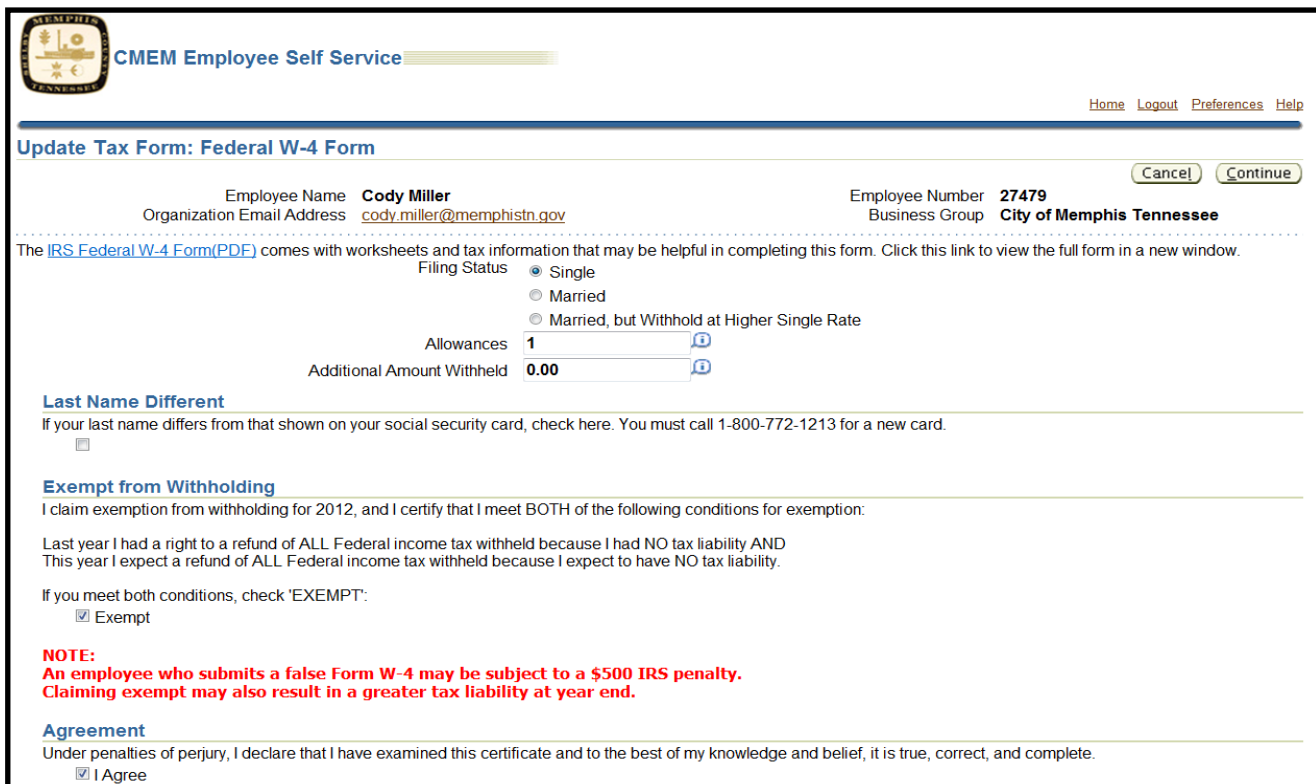
Privacy Statement

ESS5 – Employee Tax Form W4

5.1 – Update

1. Click on CMEM Employee Self Service responsibility

2. Click on Employee W-4

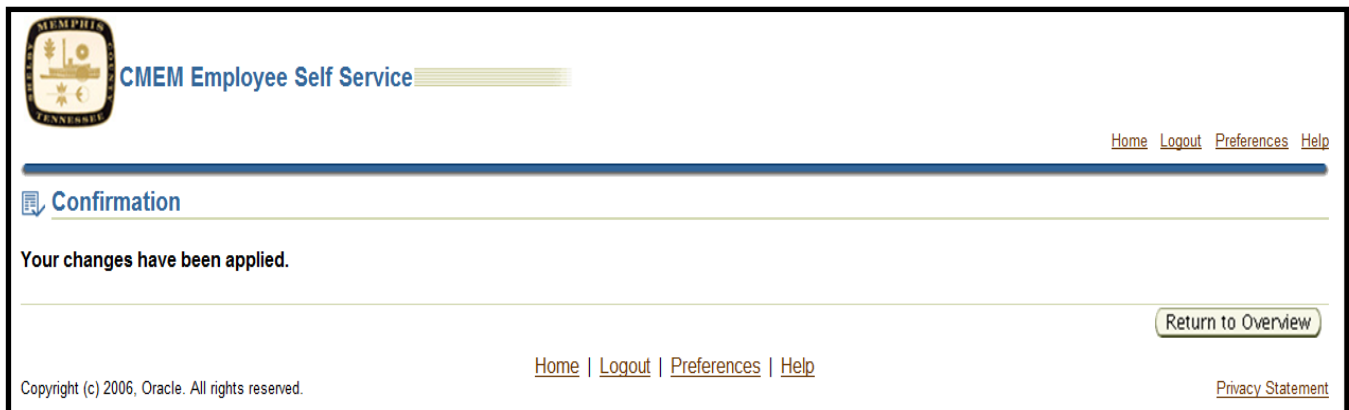3. Verify the data on this Federal form before making changes

4. Click on Update button to make changes

5. To change your **Filing Status**, click on the appropriate radio button

6. To change the number of **Allowances**, enter an appropriate number

7. To have an **Additional Amount With-held**, enter an appropriate amount

8. You must select the **"I Agree"** checkbox.

9. Click **"Continue"**

10. Review the changes

11. Click **"Submit"**

12. Click on **Return to Overview** to view changes

5.2 – Exempt Status

1. Click on CMEM Employee Self Service responsibility

2. Click on Tax Form

3. Click on Update button to make changes

4. To change your status to exempt select the **"Exempt"** check box

5. You must select the **"I Agree"** checkbox.

6. Click **"Continue"**

7. Review the changes

- **Note:** CMEM Finance Division will accept W-4 without signature if submittedwithin Oracle HRSS

Employee W-4: Review

Cancel | Printable Page | Back | Submit

Employee Name **Cody Miller**	Employee Number **27479**
Organization Email Address cody.miller@memphistn.gov	Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.
○ Indicates Changed Items.

Tax Information

[toolbar: Print | Save | 1 / 1 | 122% | Find]

Form **W-4**   **Employee's Withholding Allowance Certificate**   OMB No. 1545-0010

Department of the Treasury
Internal Revenue Service

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

2012

1 Type or print your first name and middle initial **Cody, T**	Last name **Miller**	2 Your social security number **645-83-6458**

Home address (number and street or rural route)
1393 Third Street

3 ☒ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code
Memphis State Univer, TN, 38109

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. ☐

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)   **5** 0

6 Additional amount, if any, you want withheld from each paycheck **6** $0

7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption.
  • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
  • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here . . . .   **7** **Exempt**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.
Employee's signature
(Form is not valid

ESS6 - Payslip

6.1 – View Payslip

1. Click on CMEM Employee Self Service responsibility

2. Click on **Payslip**

3. Scroll down and view details(**Note: Ms. Miller has not been hired long enough to have received her first paycheck**)

4. Click on **"Home"** link to return to home page

CMEM Employee Self Service

Home Logout Preferences Help

Payslip

Employee Name	**Cody Miller**
Organization Email Address	cody.miller@memphistn.gov

Employee Number	**27479**
Business Group	**City of Memphis Tennessee**

Printer Friendly (PDF Format)
The latest pay slip will be available for printing 1 day before pay day.

There are no Payslips for the pay period you can view. Please contact the System Administrator or Payroll Manager.

Home | Logout | Preferences | Help

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Position	00921.EB934.Mgr Electric Oper.0520100	
Payroll	Biweekly Payroll	
Employee Address	123 Any Street # 105 Germantown TN 38138-1234	

Collective Agreement	
Contract	
Grade	**M.235**
Employer Address	**2425 Covington Pike Memphis TN 38128-6935**

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	14-Jul-2006	18-Jun-2006	01-Jul-2006	52.00	108160.00

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD	4160.00	332.80	1116.38	0.00	2710.82
Current	4160.00	332.80	1116.38	0.00	2710.82

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Pay	80.00	4160.00	80.00	4160.00

Rate Details

Pre-Tax Deductions

Description	Current	YTD
Pension	332.80	332.80

Taxes

Description	Current	YTD
Medicare	60.32	60.32
Federal Tax	798.14	798.14
Social Security	257.92	257.92

After-Tax Deductions

Description	Current	YTD
No data exists.		

Accruals

Description	Current	Balance
Sick	0.00	160.00
Birthday	0.00	8.00
Vacation	0.00	80.00
Bonus Day	0.00	16.00

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Single	1	0.00	0.00	0
Tennessee	No State Withholding Tax	0	0.00	0.00	0

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
603441	Any Bank	C	XXXXXXXX0235	1210.82
603441	Any Bank	S	XX3456	1500.00

Diagnostics | Home | Logout | Preferences

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Privacy Statement

ESS7 – Worklist Notifications

7.1 – View Notifications

Phone Numbers

Update

Home Phone 901-123-4567
Work 901-636-6416

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Under the **Phone Numbers** section click **"Update"** button.

CMEM Employee Self Service

Home Logout Preferences Help

Phone Numbers: Enter and Maintain

Cancel Save For Later Next

Employee Name **Cody Miller**   Employee Number **27479**
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	🗑
Work	901-636-6416	🗑
Work Fax	901-636-6482	🗑
Mobile	901-636-6789	🗑
Work Pager	901-123-9876	🗑

Add Another Row

☑ **TIP** Please enter phone number in the format: 999-999-9999

Cancel Save For Later Next

Home | Logout | Preferences | Help

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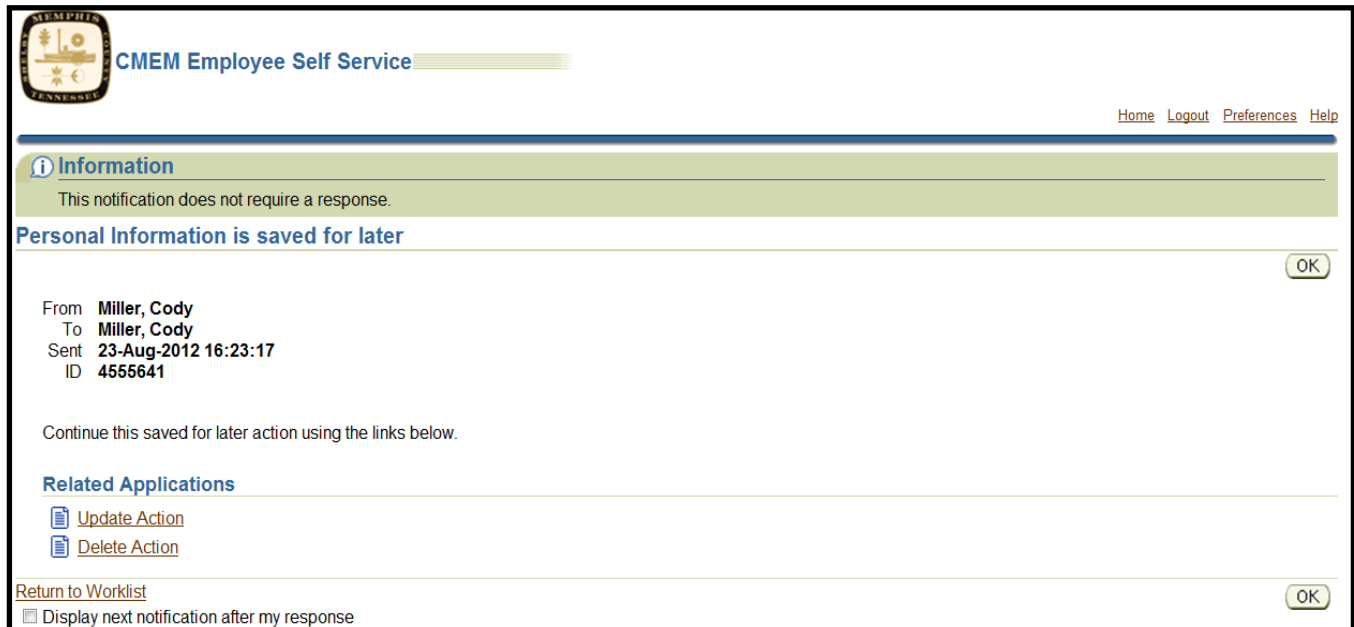
4. Click on **"Add Another Row"** button

5. Select a phone type from drop down list of values

6. Enter Number in text box

7. Click on **"Save for Later"** button.

8. Click on **"OK"** button

📖 Confirmation

Your changes have been saved for later.

OK

9. Under work list Click on a Subject
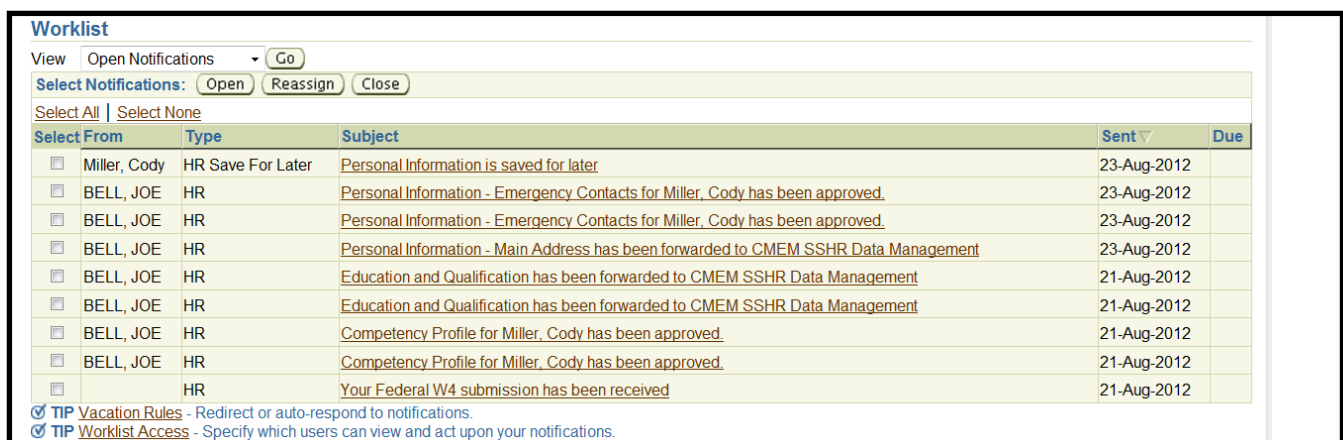

10. View notification

11. Click **"OK"**

7.2 – View/Apply Worklist Notification Actions

Use this procedure to complete Employee Self Service activities that have been started, but remain unfinished.

Many of the windows accessed through *Employee Self-Service* display a **"SAVE FOR LATER"** button. Use the button to freeze and store an in-process activity, and return to complete it later. In this example, adding a phone number was halted in mid-process, and the entry is now being resumed.

1. Click on **CMEM Employee Self Service**

2. Click on **View Workflow Notifications**

3. If more than one activity is listed as Actions Saved for Later, select the radio button to the left of your choice, and click the open button

4. Click on **"Update Action"** link

5. Review your proposed changes

6. Clink the **"Next"** button

7. Review your proposed changes

8. Click on **"Submit"** button

9. After submitting your changes you will received a confirmation notice **that your changes has been applied**

CMEM Employee Self Service

Home Logout Preferences Help

Personal Information: Review

Cancel | Printable Page | Save For Later | Back | Submit

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name	**Cody Miller**	Employee Number **27479**
Business Group	**City of Memphis Tennessee**	

Review your changes and, if needed, attach supporting documents.

○ Indicates Changed Items.

Phone Numbers

	Current	Proposed
Home Phone	901-123-4567	901-123-4567
Work	901-636-6416	901-636-6416
Pager		901-636-3456 ○
Mobile		901-123-4567 ○
Work Fax		901-7896543 ○

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None Add

Cancel | Printable Page | Save For Later | Back | Submit

---

10. Click on **"Return to Overview"** button to confirm changes.

11. Click on **"Home"** Link to return to Home Page

CMEM Employee Self Service

Home Logout Preferences Help

Confirmation

Your changes have been applied.

Return to Overview

ESS8 – Competence Profile

8.1 – View/Update Employee's Competence Profile

1. Click on **CMEM Employee Self Service**

2. Click on **Competence Profile**

3. View Your Competence Profile

4. Click on **"Add Competencies or New Levels Attained"**

8.2 – Adding Competencies

1. After selecting the **Add Competencies** button

2. The next screen will be prompt you for the following methods of input:

   a. Add Default Competencies Profile (has to be set-up at various levels, i.e., Division, Service Center or Position)
   b. Search tab for Competencies
   c. Activate the search icon (flashlight)

3. Each competencies profile should have the following entries:

   a. Name of Competencies
   b. Level (if applicable)
   c. Status (auto-populate)
   d. Start date

4. When completed adding all competencies click the **Apply** button

5. Review and submit updates

6. Note: Changes are located in the Current Session Changes

8.3 – New Levels Attained

1. After selecting the **"Competency Profile"** button

2. Notice there is a **"New Level Attained"** tab; click on the new tab

3. Activate new level for previously established Competence(ies) – select flashlight icon to select new level

4. Input new desired level by selecting radio button

> **Note:** Percent (%) sign is a wildcard which allow you to view categories of available selections

5. Upon completion (change level from 10 to 20)

6. Enter New Start Date which cannot be beyond current system date

7. Click **"Apply"**

8. The updates have been added to the **Current Session Changes**

9. Upon verification - Click **"Review & Submit"**

10. If satisfied with current updates click **"Submit"**

11. Confirmation of change(s) has been submitted to supervisor for approval

12. To view additional competencies click the directional arrow to view next five (5) records

13. Repeat steps 3 thru 10 above until all desired competencies are updated

14. Click the **Apply** button when completed selecting desired competencies

ESS9 – Education and Qualifications

9.1 – View Education and Qualifications

1. Click on **CMEM Employee Self Service**

2. Click on **Education and Qualifications**

3. View educational background

9.2 – Add Education and Qualifications

1. Click on the **Add Qualification** button

2. Enter the required data in the applicable field(s)

   a. Qualification

   b. School

   c. Qualification Information

   d. Subjects

   e. Training Information

   f. Comment

3. Click **"Next"**

Add Qualification

Cancel | Save For Later | Next

Employee Name **Cody Miller**	Employee Number **27479**
Organization Email Address cody.miller@memphistn.gov	Business Group **City of Memphis Tennessee**

Use this page to enter details for an additional qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.

* Indicates required field

Qualification

* Type	Industrial Sweeper
Title	Master Sweeper
Study Start Date	11-Jul-2011 (example: 21-Aug-2012)
Actual Completion Date	01-Aug-2012
Status	▾
Grade	3

School

Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.

* School	Sweeper College Park
Attendance Start Date	01-Jul-2011
Attendance End Date	01-Aug-2012
	☑ Full-Time

Qualification Information

Awarding/Examining Body	Sweeper Master
Award On	03-Aug-2012
Group Ranking	

4. Review the Education and Qualifications page, and click **"Submit"** when completed

5. **Note:** Alert to attach required supporting documents

Education and Qualifications: Review

Cancel | Printable Page | Save For Later | Back | Submit

Employee Name **Cody Miller**	Employee Number **27479**
Organization Email Address cody.miller@memphistn.gov	Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.
🔵 Indicates Changed Items.

Qualification

	Proposed
Type	Industrial Sweeper
Title	Master Sweeper
Study Start Date	11-Jul-2011
Actual Completion Date	01-Aug-2012
Grade	3

School

	Proposed
School	Sweeper College Park
Attendance Start Date	01-Jul-2011
Attendance End Date	01-Aug-2012
Full-Time	Yes

Award Information

	Proposed
Awarding/Examining Body	Sweeper Master
Award On	03-Aug-2012

6. Confirmation of changes are pending for approval

7. Click the Home button to return to the functionality page

📖 Confirmation

Your changes have been submitted for approval.

Home

CMEM Employee Self-Service

Summary

1. _____

2. _____

3. _____

4. _____

5. _____

City Of Memphis

Oracle Self-Service Training

CMEM Manager Self-Service

Presented by CMEM Human Resources Division

Contents

CMEM Manager Self-Service

Home Page

From the Navigator page, select CMEM Manager Self-Service.
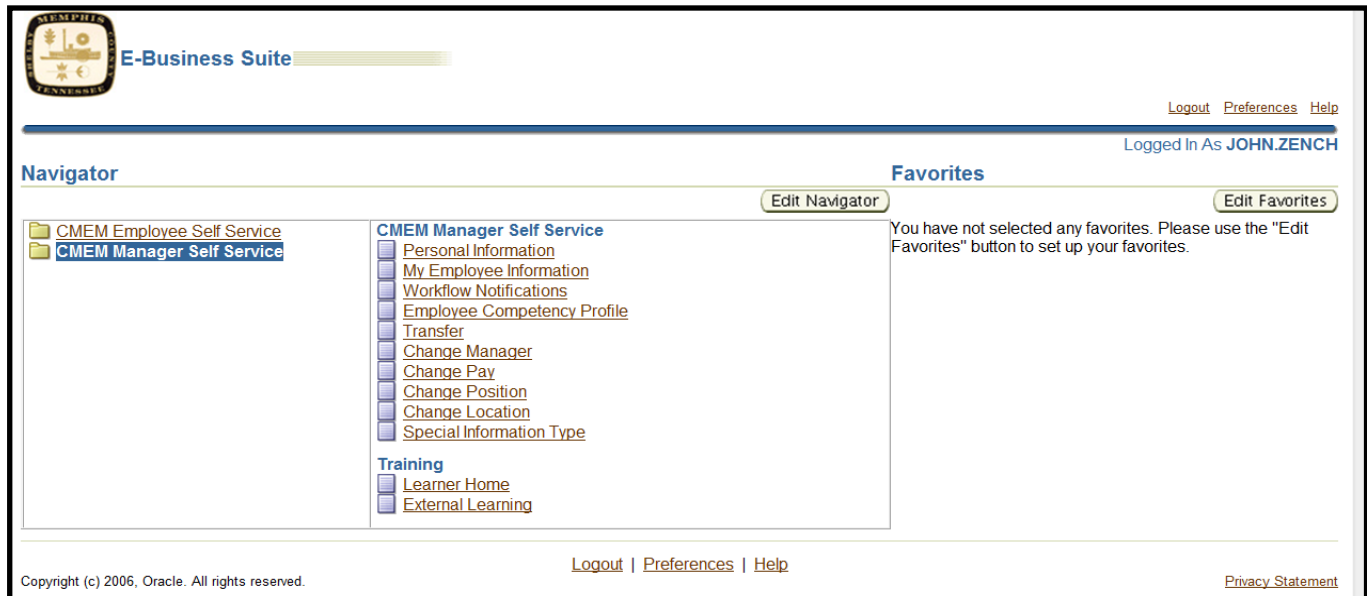
Remember:

 Do not use the internet browser back button
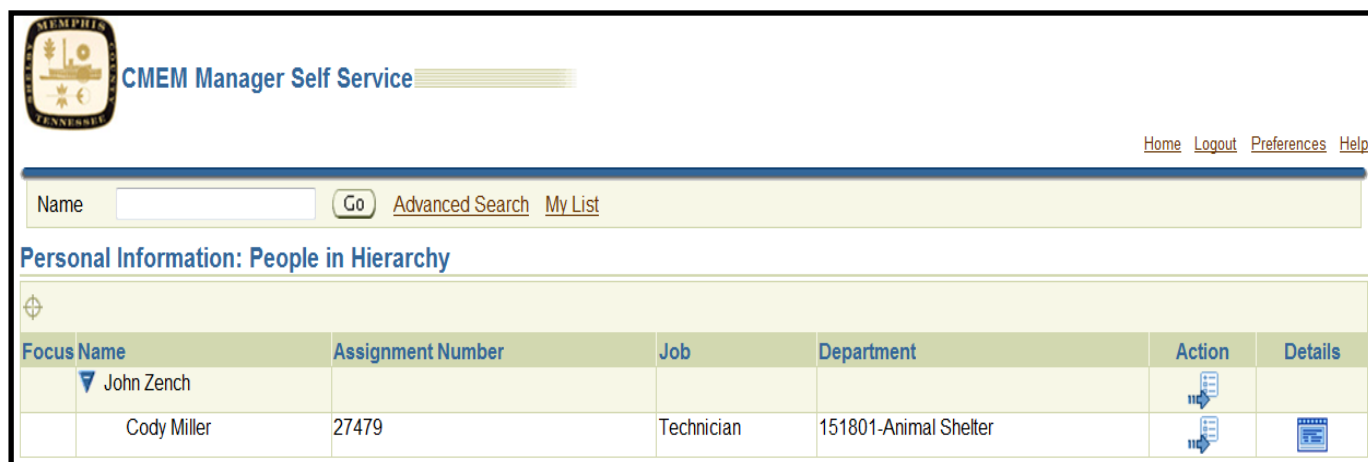
 Do not use Post Office Box addresses

Back button	Use the **Back** button to return to the previous screen.	
Home button	Use the **Home** button or **Home** Link on your CMEM screen to return directly to your Personal Home Page	
Action button	Click on the **Action** button to view, enter or update information relating to the selected Employee	
Details button	Click on the **Details** button to view Summary, Person and Assignment details for the selected Employee	

MSS1 – Personal Information

1.1 – View Employee Personal Information
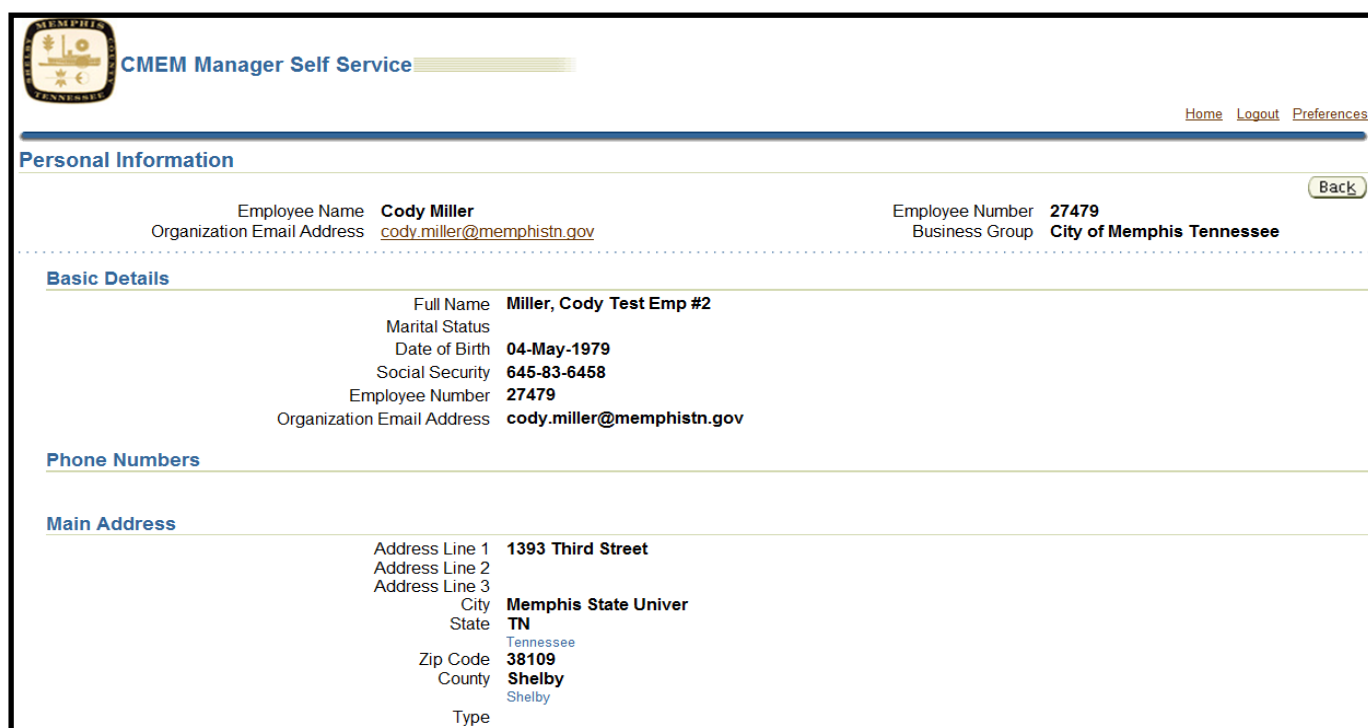
1. Click on CMEM Manager Self Service responsibility

2. Click on **Personal Information**

3. Select Employee by clicking arrow under Action column

4. View Employee's personal Information.

5. Click **"Back"** button to return

MSS2 – My Employee Information

2.1 – My Employee Information

1. Click on CMEM Manager Self Service responsibility

2. Click on My Employee Information

3. Click Employee Name to view details

4. Click on Salary Tab

5. Click on Performance Tab

6. Click on Absence Tab

7. Click **"Home"** to return to home page

☞ **Note: If no data has been entered or it is not applicable to you, the field will display "No Data Exists".**

MSS3 – Special Information

3.1 – View Special Information Types

1. Click on CMEM Manager Self Service responsibility
2. Click on Special Information

3. Select Employee by clicking arrow under Action column

4. View Special Information Data
5. Click **"Home"**

MSS4 – Competency Profile

4.1 – View/Add/Update Employee's Competence Profile

1. Log on to application using the CMEM Manager Self Service responsibility and navigate to the **Competence Profile** function

2. Click on the **Action** icon for the appropriate Employee   It will take you to Competence Profile screen

3. View Employee's Competence Profile **(Note: Reference ESS8 Pg 22 for Adding and Updating Competencies)**

4. Click on the **Home** link to return to Personal Home Page

5.1 – Transfer Employees

1. Select responsibility **"CMEM Manager Self Service"**

2. Select menu option **"Transfer"**

3. Select an Employee from the Hierarchy or Search for an Employee

4. Click the icon in the **"Action"** Column

5. Enter an **Effective Date** changes should take effect

   Note: Please take notice of the enter date on or after time period

6. Click **"Continue"**

7. Enter New Department "190502-Animal Shelter

8. Enter new Job Category: "Administrative"

9. Enter a new Position from the list of values

10. Click **"Next"**

11. Enter new Location : "190501-Animal Shelter

12. Click **"Next"**

Transfer: Change Location

Cancel | Save For Later | Back | Next

Effective Date 21-Aug-2012

Employee Name	**Cody Miller**	Employee Number	**27479**
Department	**151801-Animal Shelter**	Manager	**John Zench**
Job Category	**Technician**	Position	**Tech.Animal Care...151801.00015**

* Indicates required field

* Location	190501-Animal Shelter
Address Line 1	**3456 Tchulahoma Rd**
City	**Memphis**
State	**TN** Tennessee
Zip Code	**38118**
County	**Shelby** Shelby
Country	**United States**

13. Assign New Manager: Benton, Alexis Test Emp #1

  Note: If there are subordinates, their manager can be reassigned on this screen
for the employee

14. Click **"Next"**

CMEM Manager Self Service

Home Logout Preferences Help

Transfer: Change Manager

Cancel | Save For Later | Back | Next

Effective Date 21-Aug-2012

Employee Name	**Cody Miller**	Employee Number	**27479**
Department	**151801-Animal Shelter**	Manager	**John Zench**
Job Category	**Technician**	Position	**Tech.Animal Care...151801.00015**

Assign a New Manager
You can assign the selected person to a new manager in the field below.

Manager Benton, Alexis Test Emp #1

Assign New Direct Reports
You can assign new direct reports to the selected person in the New Direct Report fields.

*Effective Transfer Date	New Direct Report	Remove
21-Aug-2012		

Add Another Row

15. Enter Work Schedule Information if known

16. Click **"Next"**

Transfer: Work Schedule

Cancel | Save For Later | Back | Next

Effective Date 21-Aug-2012

Employee Name	**Cody Miller**
Department	**151801-Animal Shelter**
Job Category	**Technician**

Employee Number	**27479**
Manager	**John Zench**
Position	**Tech.Animal Care...151801.00015**

Timecard Approver	
Timecard Required	No
Work Schedule	
Shift	
Work Hours	40
Frequency	Week
Normal Start Time	
	Use 24-hour clock, e.g. 09:00
Normal End Time	

Enter or Change Assignment Category

Assignment Category	Regular
Date Of Last Change	**04-Feb-2008**

17. Enter New Pay Rate:

    a. Description: "Other"
    b. Percent: "5" (hit Tab button to see new values)

18. Click **"Next"**

Transfer: Pay Rate

Cancel | Save For Later | Back | Next

Effective Date 21-Aug-2012

Employee Name	**Cody Miller**
Department	**151801-Animal Shelter**
Job Category	**Technician**

Employee Number	**27479**
Manager	**John Zench**
Position	**Tech.Animal Care...151801.00015**

Current Pay Rate

Currency **US Dollar ($)**

Changed On	Description	Biweekly	Annual Equivalent	Fte Annual Equivalent	Last Pay Change
20-Aug-2012	Current Pay Rate	989.42	25,724.92	25,724.92	(%)

Proposed Pay Rate

⦿ Single Pay Rate
◯ Multiple Pay Rate ⓘ

Currency **US Dollar ($)**

Description	Biweekly	Annual Equivalent	Percent
Other	49.47	1,286.22	5.000
New Pay Rate	1,038.89	27,011.14	

Comments	

Quartile	
Comparatio	
Grade Range	**0.00 - 0.00**
Grade Mid Point	**0.00**
FLSA Status	**Non Exempt**
Fte Annual Equivalent	27,011.14

Transfer: Review

Effective Date 21-Aug-2012

Employee Name	**Cody Miller**	Employee Number	**27479**
Department	**151801-Animal Shelter**	Manager	**John Zench**
Job Category	**Technician**	Position	**Tech.Animal Care...151801.00015**

Review your changes and, if needed, attach supporting documents.
◉ Indicates Changed Items.

Pay Rate

	Current	Proposed
Other		49.47 USD ◉
Pay Rate	989.42 USD	1,038.89 USD ◉
Pay Rate (Annual Equivalent)	25,724.92 USD	27,011.14 USD ◉
Salary Effective Date		21-Aug-2012 ◉
Comments		

New Manager

Worker Name	Current Manager Name	Proposed Manager Name	Effective Transfer Date
Cody Miller	Zench, John Test Emp #3	Benton, Alexis Test Emp #1 ◉	21-Aug-2012

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None (Add)

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
▶Show	1	Robinson, Quintin	HR People	1	Approver		🗑
▶Show	2	CMEM SSHR Position Coordinator	Position Control Roles	2	Approver		🗑
▶Show	3	CMEM SSHR Compensation Analyst	Position Control Roles	3	Approver		🗑
▶Show	4	CMEM SSHR Compensation Mgr	Position Control Roles	4	Approver		🗑
▶Show	5	CMEM SSHR Director HR	Position Control Roles	5	Approver		🗑
▶Show	6	CMEM SSHR Data Management	Position Control Roles	6	Approver		🗑

▶Add Adhoc Approver

(Cancel) (Printable Page) (Save For Later) (Back) (Submit)

19. Click **"Submit"** then there will be an confirmation that your changes has been submitted for approval

20. Click **"Home"**

Confirmation

Your changes have been submitted for approval.

(Home)

21. Transfer actions must conform to the Manager Action Approvals process before the action is official.

22. The following actions require various levels of Manager Approval

   a. Transfer Employees
   b. Change Managers
   c. Change Pay
   d. Change Position
   e. Change Location
   f. Edit Employees' Competencies

   <mark>Note: The below screen shot is an example of the Manager Approval process</mark>

MANAGER ACTION APPROVALS

ACTION	APPROVERS
Transfer Employee	Division Director Position Coordinator Compensation Analyst Compensation Manager Director HR Data Management Benefits (post-approval FYI) (TBC – FT to PT change or vice versa)
Change Employee Location	Data Management
Change Employee Position	Division Director Position Coordinator Compensation Analyst Compensation Mgr Director HR Data Management Benefits (post-approval FYI) (TBC – FT to PT change or vice versa)

ACTION	APPROVERS
Change Employee Manager	Division Director Compensation Manager (post-approval FYI)
Pension – FICA change	Benefits (post-approval FYI)
Change Employee Pay	CMEM Division Director CMEM Compensation Analyst CMEM Compensation Mgr CMEM Director HR CMEM Data Management Benefits (post-approval FYI) (TBC)
Change Employee Competency	Employee (post-change FYI)

Warning

1. This notification has been closed with the result: Approve
2. You cannot perform an action because the notification is closed.

Transfer for Gooden, Brunell (proposed by Anderson, Jacqueline)

From **CMEM SSHR Director HR**   Attachments
To **CMEM SSHR Data Management**
Sent **17-Aug-2012 08:44:56**
Closed **17-Aug-2012 08:47:24**
ID **4554659**
Responder **Vinson, Belinda**

Action History

Num	Action Date	Action	From	To	Details
1	15-Aug-2012 15:50:44	Submit	Anderson, Jacqueline	Robinson, Quintin	
2	16-Aug-2012 16:31:06	Approve	Robinson, Quintin	Workflow System	
3	17-Aug-2012 08:35:51	Approve	CMEM SSHR Position Coordinator	Workflow System	
4	17-Aug-2012 08:38:13	Approve	CMEM SSHR Compensation Analyst	Workflow System	
5	17-Aug-2012 08:40:02	Approve	CMEM SSHR Compensation Mgr	Workflow System	
6	17-Aug-2012 08:44:56	Approve	CMEM SSHR Director HR	Workflow System	
7	17-Aug-2012 08:47:24	Approve	CMEM SSHR Data Management	Workflow System	

Response

Note

Return to Worklist
☐ Display next notification after my response

Home | Logout | Preferences | Help

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5.2 – Change Manager

1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Change Manager"**

E-Business Suite

Logout   Preferences   Help

Logged In As **CLEM.WRIGHT**

Navigator   **Favorites**

Edit Navigator   Edit Favorites

📁 CMEM Employee Self Service   **CMEM Manager Self Service**   You have not selected any favorites. Please use the "Edit
📁 **CMEM Manager Self Service**   Personal Information   Favorites" button to set up your favorites.
                                        My Employee Information
                                        Workflow Notifications
                                        Employee Competency Profile
                                        Transfer
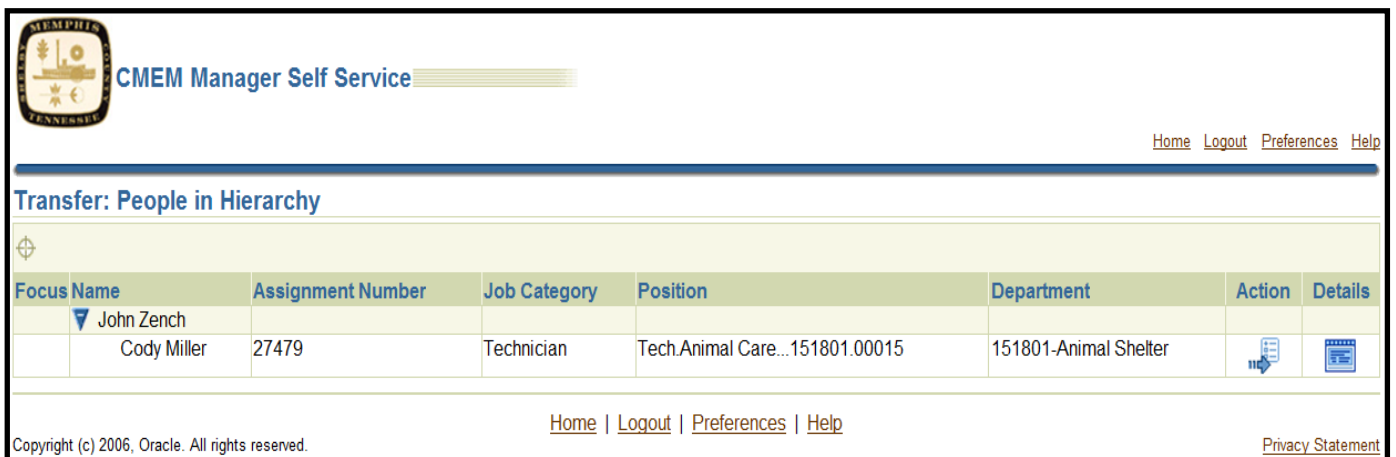   Change Manager
                                        Change Pay
                                        Change Position
                                        Change Location
                                        Special Information Type

                                        Training
                                        Learner Home
                                        External Learning

Logout | Preferences | Help

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3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column

5. Actions that have been started but not approved will prevent Managers from processing and submitting another action

Note: **"Warning Alert"** about pending action

6. Click **"Awaiting Approval of Others"** icon

7. Review the action(s) and click **"Next"** when completed

8. Additionally, you can print this page for future reference

Change Manager: Review

Printable Page Back

Effective Date 21-Aug-2012

Employee Name **Cody Miller**
Department **151801-Animal Shelter**
Job Category **Technician**

Employee Number **27479**
Manager **John Zench**
Position **Tech.Animal Care...151801.00015**

The following changes require manager approval.
⊙ Indicates Changed Items.

Pay Rate

	Current	Proposed
Other		49.47 USD ⊙
Pay Rate	989.42 USD	1,038.89 USD ⊙
Pay Rate (Annual Equivalent)	25,724.92 USD	27,011.14 USD ⊙
Salary Effective Date		21-Aug-2012 ⊙
Comments		

New Manager

Worker Name	Current Manager Name	Proposed Manager Name	Effective Transfer Date
Cody Miller	Zench, John Test Emp #3	Benton, Alexis Test Emp #1 ⊙	21-Aug-2012

Additional Information

Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None

Printable Page Back

---

9. Enter an Effective Date

10. Click **"Continue"**

CMEM Manager Self Service

Home Logout Preferences Help

ⓘ Information

Please enter an Effective Date on or after 20-Aug-2012.

Change Manager: Effective Date Options

Back Continue

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly**
Organization Email Address
Manager **Clem Wright**

Employee Number **27483**
Department **171502-Heavy Equipment Services**
Job **Craft**

Enter the date on which the changes should take effect, and press the Continue button.

◉ Changes should take effect on the effective date as entered below.

Effective Date 24-Aug-2012 📅
(example: 24-Aug-2012)

◎ Changes should take effect as soon as final approval is made.

⊗ August ▾ 2012 ▾ ⊛

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Back Continue

---

11. Assign New Manager: John Zench

> Note: If there are subordinates, their manager can be reassigned on this screen for the employee

12. Click **"Next"**

13. Click **"Submit"** (*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT*****)

> Note: The **List of Approvers** is listed on this page; Change Manager's actions cannot be completed until the list of approvers has approved action.

14. Click **"Home"**

5.3 – Change Pay

1. Select Responsibility **"CMEM Manager Self Service"**

2. Select menu option **"Change Pay"**

3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column

5. Enter an Effective Date

6. Click **"Continue"**

ⓘ **Information**

Please enter an Effective Date on or after 21-Aug-2012.

Change Pay: Effective Date Options

[Back] [Continue]

Effective Date 24-Aug-2012

Employee Name	**Kamillah Kelly**	Employee Number	**27483**
Organization Email Address		Department	**171502-Heavy Equipment Services**
Manager	**Clem Wright**	Job	**Craft**

Enter the date on which the changes should take effect, and press the Continue button.

◉ Ⓢ August ▼   2012 ▼ Ⓢ

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

◉ Changes should take effect on the effective date as entered below.

Effective Date [24-Aug-2012] 📅

(example: 24-Aug-2012)

◉ Changes should take effect as soon as final approval is made.

[Back] [Continue]

7. Enter the **"New Pay Rate"**

- Option to enter new pay rate as a **"Single or Multiple"**
- Ensure that you select the **"Description Dropdown Menu"** to enter the type of pay rate change
- Enter new pay rate **"Biweekly, Annual Equivalent or Percentage"** (use 5% as the new pay rate)

8. Click **"Next"**

Change Pay: Pay Rate

[Cancel] [Save For Later] [Back] [Next]

Effective Date 24-Aug-2012

Employee Name	**Kamillah Kelly**	Employee Number	**27483**
Department	**171502-Heavy Equipment Services**	Manager	**Clem Wright**
Job Category	**Craft**	Position	**Oper.Heavy Equip...171502.00010**

Current Pay Rate

Currency **US Dollar ($)**

Changed On	Description	Biweekly	Annual Equivalent	Fte Annual Equivalent	Last Pay Change
20-Aug-2012	Current Pay Rate	1,355.28	35,237.28	35,237.28	(%)

Proposed Pay Rate

◉ Single Pay Rate   Currency **US Dollar ($)**
○ Multiple Pay Rate ⓘ

Description	Biweekly	Annual Equivalent	Percent
▼	67.76	1,761.76	5.000
New Pay Rate	1,423.04	36,999.04	

Comments	

Quartile	0
Comparatio	0.00
Grade Range	**0.00 - 0.00**
Grade Mid Point	**0.00**
FLSA Status	**Non Exempt**
Fte Annual Equivalent	36,999.04

[Cancel] [Save For Later] [Back] [Next]

13. Click **"Submit"** (*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT******)

        Note: The **List of Approvers** is listed on this page; Change Pay actions cannot be completed until the list of approvers has approved action.

14. Click **"Home"**

Change Pay: Review

					Cancel · Printable Page · Save For Later · Back · Submit

Effective Date 24-Aug-2012

Employee Name	**Kamillah Kelly**	Employee Number	**27483**
Department	**171502-Heavy Equipment Services**	Manager	**Clem Wright**
Job Category	**Craft**	Position	**Oper.Heavy Equip...171502.00010**

Review your changes and, if needed, attach supporting documents.
○ Indicates Changed Items.

Pay Rate

	Current	Proposed
Administration		67.76 USD ○
Pay Rate	1,355.28 USD	1,423.04 USD ○
Pay Rate (Annual Equivalent)	35,237.28 USD	36,999.04 USD ○
Salary Effective Date		24-Aug-2012 ○
Comments		

Additional Information

Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None (Add)

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
▶Show	1	CMEM SSHR PW Drain Admin	Position Control Roles	1	Approver		🗑
▶Show	2	CMEM SSHR PW Street Director	Position Control Roles	2	Approver		🗑
▶Show	3	CMEM SSHR Compensation Analyst	Position Control Roles	3	Approver		🗑
▶Show	4	CMEM SSHR Compensation Mgr	Position Control Roles	4	Approver		🗑
▶Show	5	CMEM SSHR Director HR	Position Control Roles	5	Approver		🗑
▶Show	6	CMEM SSHR Data Management	Position Control Roles	6	Approver		🗑
▶Show	7	CMEM SSHR Benefits	Position Control Roles	7	For Your Information		🗑

▶Add Adhoc Approver

5.4 – Change Position

1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Change Position"**

E-Business Suite

Logout Preferences Help

Logged In As **CLEM.WRIGHT**

Navigator

(Edit Navigator)

📁 CMEM Employee Self Service	**CMEM Manager Self Service**
📁 **CMEM Manager Self Service**	Personal Information
	My Employee Information
	Workflow Notifications
	Employee Competency Profile
	Transfer
	Change Manager
	Change Pay
	Change Position
	Change Location
	Special Information Type
	Training
	Learner Home
	External Learning

Favorites

(Edit Favorites)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Logout | Preferences | Help

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3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column

Change Position: People in Hierarchy

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	▼ Clem Wright						
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		

Home | Logout | Preferences | Help

Privacy Statement

5. Enter an Effective Date

6. Click **"Continue"**

ⓘ Information

Please enter an Effective Date on or after 20-Aug-2012.

Change Position: Effective Date Options

Back | Continue

Effective Date 24-Aug-2012

Employee Name	**Kamillah Kelly**	Employee Number	**27483**
Organization Email Address		Department	**171502-Heavy Equipment Services**
Manager	**Clem Wright**	Job	**Craft**

Enter the date on which the changes should take effect, and press the Continue button.

◄	August ▼	2012 ▼	►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

◉ Changes should take effect on the effective date as entered below.

Effective Date 24-Aug-2012
(example: 24-Aug-2012)

○ Changes should take effect as soon as final approval is made.

Back | Continue

Home | Logout | Preferences | Help

Privacy Statement

7. Enter new Job Title **"Executive"** or enter **"percent sign %"** to activate the search engine

8. Enter a new Position from the list of values

9. Click **"Next"**

Change Position: Assignment

Cancel | Save For Later | Back | Next

Effective Date 24-Aug-2012

Employee Name	**Kamillah Kelly**	Employee Number	**27483**
Department	**171502-Heavy Equipment Services**	Manager	**Clem Wright**
Job Category	**Craft**	Position	**Oper.Heavy Equip...171502.00010**

* Indicates required field

Job Category

Job Category Professional

More Details ...

---

10. Click **"Submit"** (*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT*****)

      Note: The **List of Approvers** is listed on this page; Change Pay actions cannot be completed until the list of approvers has approved action.

11. Click **"Home"**

Change Position: Review

Cancel | Printable Page | Save For Later | Back | Submit

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly**	Employee Number **27483**
Department **171502-Heavy Equipment Services**	Manager **Clem Wright**
Job Category **Craft**	Position **Oper.Heavy Equip...171502.00010**

Review your changes and, if needed, attach supporting documents.
 ● Indicates Changed Items.

Assignment

	Current	Proposed
Job	Craft	Professional ●
LOC Worker is a Manager	No	No
Bargaining Unit	9999 - Non-represented	9999 - Non-represented
Union Member	Yes	Yes

Additional Information

  Attachments

  To help approvers understand the request, you can attach supporting documents, images, or links to this action.
    None Add

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
▶Show	1	CMEM SSHR PW Drain Admin	Position Control Roles	1	Approver		🗑
▶Show	2	CMEM SSHR PW Street Director	Position Control Roles	2	Approver		🗑
▶Show	3	CMEM SSHR Position Coordinator	Position Control Roles	3	Approver		🗑
▶Show	4	CMEM SSHR Compensation Analyst	Position Control Roles	4	Approver		🗑
▶Show	5	CMEM SSHR Compensation Mgr	Position Control Roles	5	Approver		🗑
▶Show	6	CMEM SSHR Director HR	Position Control Roles	6	Approver		🗑
▶Show	7	CMEM SSHR Data Management	Position Control Roles	7	Approver		🗑

  ▶Add Adhoc Approver

5.5 - Change Location

1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Change Location"**

E-Business Suite

Logout | Preferences | Help

Logged In As **CLEM.WRIGHT**

Navigator

Edit Navigator

📁 CMEM Employee Self Service
📁 **CMEM Manager Self Service**

CMEM Manager Self Service
  Personal Information
  My Employee Information
  Workflow Notifications
  Employee Competency Profile
  Transfer
  Change Manager
  Change Pay
  Change Position
  Change Location
  Special Information Type

Training
  Learner Home
  External Learning

Favorites

Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Logout | Preferences | Help

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3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column

Change Location: People in Hierarchy

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
▼	Clem Wright						
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		

Home | Logout | Preferences | Help

Privacy Statement

5. Enter an Effective Date

6. Click **"Continue"**

ⓘ Information

Please enter an Effective Date on or after 20-Aug-2012.

Change Location: Effective Date Options

Back | Continue

Effective Date 24-Aug-2012

Employee Name	**Kamillah Kelly**	Employee Number	**27483**
Organization Email Address		Department	**171502-Heavy Equipment Services**
Manager	**Clem Wright**	Job	**Craft**

Enter the date on which the changes should take effect, and press the Continue button.

August ▼   2012 ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

◉ Changes should take effect on the effective date as entered below.

Effective Date 24-Aug-2012
(example: 24-Aug-2012)

○ Changes should take effect as soon as final approval is made.

Back | Continue

Home | Logout | Preferences | Help

Privacy Statement

7. Select a New Location from the **"List of Values"**

   Note: To search for a value click on the **"flashlight"** to activate the search engine; enter **"percent sign (%)"** to search by wild card.

8. Click **"Next"**

Change Location

Cancel | Save For Later | Back | Next

Effective Date 24-Aug-2012

Employee Name	**Kamillah Kelly**	Employee Number	**27483**
Department	**171502-Heavy Equipment Services**	Manager	**Clem Wright**
Job Category	**Craft**	Position	**Oper.Heavy Equip...171502.00010**

* Indicates required field

* Location	204435-PKS Mississippi
Address Line 1	**204435-PKS Mississippi Maint. Compound**
Address Line 2	**125 N. Main Street**
City	**Memphis**
State	**TN** Tennessee
Zip Code	**38103**
County	**Shelby** Shelby
Country	**United States**

9. Click **"Submit"** (*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT*****)

10. Click **"Home"**

5.6 – Employee Competency Profile

1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Employee Competency Profile"**

3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column

Employee Competency Profile: People in Hierarchy

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
▼	Clem Wright					⇒	
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services	⇒	📰

5. Click **"Add Competencies"**

6. To search for a value click on the **"flashlight"** to activate the search engine; enter **"percent sign (%)"** to search by wild card.

> **Note:** Managers as well as Employees have the ability to update Employees' Competency Profile

Employee Competency Profile: Competency Profile

[Cancel] [Save For Later] [Competency Profile History] [Review & Submit]

Employee Name **Kamillah Kelly**   Employee Number **27483**
Business Group **City of Memphis Tennessee**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

Current Competencies

[Add Competencies]

Name	Level	Status	Start Date	End Date	Correct
No results found.					

Current Session Changes

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
No results found.								

Competencies Pending Approval

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.						

7. Select Name: **"Accounting & Basic PC Skills"**

8. Select Level**: "40 & 6 Years"**

9. Enter **"Start Date"**

10. Click **"Apply"**

Add Competencies

[Cancel] [Apply]

Employee Name **Kamillah Kelly**   Employee Number **27483**
Business Group **City of Memphis Tennessee**

Click Add Default Profile to include competencies defined for your job, position, organization, or business group. Click Details to correct competency information or record outcomes achieved for a unit standard competency.

[Add Default Profile] [Search for Competencies]

Name	Level	Status	Start Date	Details	Delete
Accounting	40	Achieved	20-Aug-2012 (example: 24-Aug-2012)	📰	🗑
Basic PC Skills	6	Achieved	01-Aug-2012 (example: 24-Aug-2012)	📰	🗑

11. Click **"Review and Submit"**

12. Click **"Submit"** (*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT******)

Note: Changes are applied and Employee is CC'd

5.7 – View Special Information Type

1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Employee Competency Profile"**

3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column

Special Information Type: People in Hierarchy

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
▼	Clem Wright					⏩	
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services	⏩	🖥

Special Information Type: Special Information

[Cancel] [Save For Later] [Back] [Next]

Employee Name **Kamillah Kelly** Employee Number **27483**
Business Group **City of Memphis Tennessee**

Accrual Base Date

Select Status	Sick Accrual Base Date	Bonus Accrual Base Date	Start Date	End Date
No results found.				

Actual Term Date

Select Status	Actual Termination Date	Start Date	End Date
No results found.			

Driver License Details

Select Status	Driver's License #	Driver's License State	Start Date	End Date
No results found.				

Eligible for ReHire Info

Select Status	Eligible for Rehire?	If Not, Please state the reason	Start Date	End Date
No results found.				

Fire Training

Select Status	Date Taken	Course Name	Start Date	End Date
No results found.				

Police Information

Select Status	Badge No	IBM No	Date of Commission	Class No	Class Grade	Class Standing	Last Promotion	Employee Status	Assign Code	Start Date	End Date
No results found.											

CMEM Manager Self-Service

Summary

1. _____

2. _____

3. _____

4. _____

5. _____

City Of Memphis

Oracle Self-Service Training

ORACLE E-Business Suite

Login

Username

Password

Login

TIP Forgot your password?

CMEM Managers' Worklist

Presented by CMEM Human Resources Division

Contents

HRSS1 - Worklist (Notifications)

The Worklist displays any items requiring attention (i.e. approval, action, information).

To alter the sort order of the Worklist, click on the title bar of the appropriate column.   ➔

To access the notification details screen, click on the Subject link.

Click on the **"SUBJECT"** to display further information and specify/ filter the type of notification displayed.

CMEM Manager Self Service

ⓘ **Information**

This notification does not require a response.

Transfer for Kelly, Kamillah has been approved. These changes are effective from 06-SEP-2012.

[OK] [Reassign] [Request Information]

From **BELL, JOE**
To **Wright, Clem**
Sent **07-Sep-2012 15:43:33**
ID **4564661**
Final Approver **CMEM SSHR Data Management**
User Name **PQH_ROLE:66**
Note From Last approver

Return to Worklist

[OK] [Reassign] [Request Information]

☐ Display next notification after my response

Home | Logout | Preferences | Help | Personalize Page

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Whenever you click on a notification, detailed information is presented for a specific action.

Approve/OK ➔ Use [OK] button to approve notifications

Reject ➔ Use [Reject] button to reject notifications (not displayed on this action).

Law No. 3 **Managers – If an action is rejected enter the reason**

Reassign ➔ Use [Reassign] button to transfer or delegate a notification.

Request Information ➔ Use [Request Information] button to obtain additional information prior to actioning a notification.

HRSS2 - Vacation Rules

You can redirect or auto-respond to notifications.

1. Click on **Vacation Rules** link.

2. Click on **Create Rule** button.

3. Select an **Item Type.**

4. Click on **Next** button.

5. Select a **Notification.**

6. Click on **Next** button.

7. Select **Reassign**

   i. "**Delegate your response**" - Select this option if you want to give the new user authority to respond to the notification on your behalf, but you want to retain ownership of the notification yourself. For example, a manager might delegate all vacation scheduling approvals to an assistant.

   ii. "**Transfer notification ownership**" - Select this option if you want to give the new user complete ownership of and responsibility for the notification. For example, use this option if you should not have received the notification and you want to send it to the correct recipient or to another recipient for resolution. A transfer may have the effect of changing the approval hierarchy for the notification. For example, a manager might transfer a notification about a certain project to another manager who now owns that project.

8. Click on "**Apply**" button

9. Click **"Home"**

HRSS3 - Worklist Access

The Advanced Worklist also lets you grant access to your worklist to another user. That user can then act as your proxy to handle the notifications in your list on your behalf. You can either grant a user access for a specific period or allow the user's access to continue indefinitely.

To Grant Access to Your Worklist:

1. Navigate to the Worklist Access page by navigating to your worklist and selecting the **Worklist Access** link.

The start and end dates for each user determine the access period when the user can view and act on your worklist. The user's active or inactive status depends on whether the current date is within the access period.

> **Note:** If a user has an e-mail address defined in Oracle Applications, you can select the link in the User Name column to send e-mail to that user.

2. To grant access to another user, choose the Grant Worklist Access button.

- Select the user you want, and enter an optional description.

- Specify the start date when the user can begin accessing your worklist. You can optionally also specify an end date after which the user will no longer have access, or leave the end date blank to grant access indefinitely.

3. To update the start and end dates of a user's access period, select the Update icon for that user and enter your changes.

4. To delete a user from the list, select the Delete icon for that user. The user will no longer have access to your worklist, even if the user's access status was previously Active.

Note: When you delete a user, the record of the user's access no longer appears in your Worklist Access page. If you want to keep this record for reference, you can simply set the end date to end the user's access, rather than deleting the user.

CMEM Self-Service Manager Approvals

Summary

1. _____

2. _____

3. _____

4. _____

5. _____

EXER1 – Employee HRSS Training Exercise

1.1 - Employees' Personal Information

    a.   Update Employee Marital Status

    b.   Update Home Phone Number, and add a Mobile, Fax and Work Numbers

    c.   Update Main Address

    d.   Add Emergency Contact

    e.   View Payslip, and update W-4 to "exempt status"

1.2 - Competencies and Education Qualifications

    a.   Add two (2) Employees' Competencies – Basic PC Skills & job related skillset

    b.   Add Qualification – Bachelor or Master Degree, which every apply

Exercise Notes:

EXER2 – Manager HRSS Training Exercise

1.1 - My Employee Information

    a. Verify your subordinates (Note any updates or changes at the space provided below

1.2 - Managers' Actions

    a. Transfer an Employee

    b. Change Manager, and update suborniate direct reports, if applicable

    c. Update and approve Employees' Profile – add two (2) job related profiles for your designed employee

1.3 - Work List Notification

    a. View and approve pending worklist actions, if applicable

    b. Delegate authority to your actual delegated user

Exercise Notes: